



**EXHIBITOR CONTRACT**

**Setup date:** Thursday, February 1<sup>st</sup>, 2018 - **Doubletree By Hilton**

16615 109 Avenue, Edmonton, AB T5P 4K8 **Direct reservation line:** 1.800.661.9804

Rep. Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Room Request:	\$196.00 King Suite, number of rooms _____		
Open Space Request:	10 x 20 \$825	10 x 30 \$1250	10 x 40 \$1725
NOTE: Room and open space requests subject to final confirmation. Open space is on a waitlist. Returning exhibitors have grandfathered space. If you wish to be on the waitlist, please email Lorna with your request.			

**DEADLINE FOR REGISTRATION IS FRIDAY, NOV 24<sup>TH</sup>, 2017**

- \$ \_\_\_\_\_ 200.00 Registration Fee
- \$ \_\_\_\_\_ 100.00 B/W Ad WCSA Market Directory (see Ad Registration Form)
- \$ \_\_\_\_\_ 350.00 Colour Ad Covers WCSA Market Directory (see Ad Registration Form)
- \$ \_\_\_\_\_ 225.00 Colour Ad Pages WCSA Market Directory (see Ad Registration Form)
- \$ \_\_\_\_\_ 100.00 Principal Fee or Helper \_\_\_\_\_ - Must book own rooms
- \$ \_\_\_\_\_ 100.00 Late Fee (If registration is submitted after Nov 24<sup>th</sup>, 2017)
- \$ \_\_\_\_\_ Subtotal Cheques, Visa or Mastercard accepted
- \$ \_\_\_\_\_ 5% GST CARD # \_\_\_\_\_ EXP. \_\_\_\_\_
- \$ \_\_\_\_\_ Total Cost Signature: \_\_\_\_\_

By checking this, I agree to the above charges & the WCSA show regulations

**AT ALL WCSA SHOWS GOING FORWARD NAME BADGES ARE MANDATORY**

<b>EXHIBIT HOURS</b>			
THURSDAY	FEB 1	CHECK-IN/SET-UP	3:00 PM
FRIDAY	FEB 2	DOORS OPEN	9:00 AM - 6:00 PM
SATURDAY	FEB 3	DOORS OPEN	9:00 AM - 6:00 PM
SUNDAY	FEB 4	DOORS OPEN	9:00 AM - 4:00 PM



**DIRECTORY & SIGNS**

Listed lines will be provided for your room. If an exhibitor has more than one room, please note the specific line for a specific room.

Brand Name	Room#	Men's	Ladies	Kids	Accessories
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

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## **REGULATIONS**

**(A) REGISTRATION:** All persons attending the market must have a badge and be registered. Any person travelling or working as a part or whole of their job must have a membership in the WCSA or an Affiliate. Principals are only those in management from suppliers. All persons in the room must be registered and have a badge. The primary registered exhibitor is responsible for the cost of all people working in the exhibitor's room. If the WCSA finds unregistered people working in the room the exhibitor will be subject to a fine and loss of market privileges. All past accounts must be paid in full before registration will be accepted. **All rooms booked through the WCSA are considered exhibitor rooms and will be included in the show guide and be required to be manned and open during show hours.** Sleeping rooms must be booked directly with the hotel.

**(B) FEES:** A fee of \$100.00 will be levied for any submissions past deadline date. Any individual making a living as a salaried and/or commission employee as it relates to this market. Payment must be in Canadian funds and accompany application in the form of a cheque or Visa/Mastercard number. **APPLICATIONS WILL NOT BE PROCESSED IF PAYMENT IS NOT ATTACHED.**

**(C) HOTEL:** Each exhibitor shall assume responsibility for damage to the hotel, and shall indemnify and hold harmless WCSA, and the hotel, for all liability which might ensue from any cause whatsoever. Each allocated room must be taken for the **FULL** duration of the exhibit. If you pack up before **4:00PM Sunday** and/or leave you will be fined **\$500.00**. We have requested that the maids start making up the rooms as early as possible. Your co-operation is important in ensuring the rooms are ready for retailers to examine your line at the opening of the exhibit. For the good of all, the maids will be instructed that a person who refuses to let them in will be moved to the end of the list with no guarantee when the room will be made up. **Please return the room to original layout when done, (ie: furniture etc.)**

**(D) EXHIBIT DECORUM:** During the exhibit the distribution or consumption of alcoholic beverages in open space exhibits or in suites is prohibited. Hallways are property of the exhibitors; therefore, each exhibitor has the responsibility to ensure the proper flow of traffic, marketing point of purchase material may be permitted within the doorway of the show room, providing it does not impede with hallway foot traffic. **NOTHING** is to be in the hallways. **NO SOLICITING CUSTOMERS IN HALLWAYS** (ie. No 'buttonholing')

**(E) ROOM ALLOTMENT:** Whenever possible, space assignments will be made based on the location preferences requested by exhibitor. The Western Canadian Shoe Association Directors reserve the right to make final determinations regarding space assignments in the best interest of the overall show. **Any early room reservations or Principal reservations must be made to the following telephone number: 1.800.661.9804**

**(F) DISPUTES:** The WCSA is an association involved in the selling of footwear and related products. Our exhibit weekends are very successful and important to retailers as well as sellers. **PLEASE NOTE: if one of your suppliers is in dispute over commissions with another salesperson, or with the association over unpaid bills there is a probability the exhibit papers relative to that line will not be processed until the dispute is settled.** This rule applies also to Representatives who are in arrears.

**THESE RULES ARE INTENDED TO BE CLEAR AND COMPLETE. SHOULD ANY DISAGREEMENT OR CONTROVERSY ARISE CONCERNING THE INTERPRETATION OF THESE RULES, THEN IT IS EXPRESSLY AGREED THAT THE DECISION OF THE WCSA SHALL BE BINDING AND CONCLUSIVE ON ALL PARTIES CONCERNED. IN CASE OF DIGRESSION IT IS THE RIGHT OF THE WCSA EXECUTIVE TO FINE, CURTAIL EXHIBIT PRIVILEGES OR OTHERWISE PENALIZE AS IT SEES FIT.**

**IF YOU CANCEL AFTER NOV 24, 2017 YOU WILL BE RESPONSIBLE FOR THE FULL 4 DAY HOTEL STAY UNLESS THE WCSA IS ABLE TO RESELL YOUR ROOM, (AS PER OUR HOTEL CONTRACT).**

**ALL REGISTRATION FEES ARE NON REFUNDABLE**